

### **STAFF TRAINING COORDINATOR**

**DEFINITION:** Under general direction, performs work of considerable difficulty in planning, organizing, developing and implementing specified training and development programs and initiatives within a department; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Responsible for the development of training curricula and teaching outlines; determines appropriate instructional methodologies and formats; evaluates and recommends incorporation of programs as appropriate to meet overall training goals and objectives; conducts training and development needs analysis and assessments; plans, develops and ensures the delivery of training and instructional programs, encompassing a wide range of technical, operational, and/or management skills areas.

Oversees and coordinates the development and preparation of teaching and visual aids, instructional materials, computer tutorials, and reference materials appropriate to specific program objectives; coordinates, facilitates, and/or conducts specified development activities; provides input and assists in the planning, assessment and implementation of overall department goals and objectives.

Evaluates the effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods; provides guidance and leadership to training instructors and/or external training and development consultants; participates in the recruitment, selection and assessment of instructors and consultants; coordinates work flow and administrative activities to deliver and document training and development programs and activities.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, rules, regulations and mandates related to training and certification.

Knowledge of supervisory and administrative methods and practices.

Knowledge of instructional concepts, principles and methods.

Knowledge of research, writing, planning and development of training programs.

Knowledge of computer hardware, software and peripherals.

Skill in developing, designing, implementing and presenting training.

Skill in collaborating with state, federal and community agencies in the presentation of training and coordination of resources.

Skill in training, scheduling, assigning and reviewing work.

Skill in researching, developing, and implementing programs and services.

Skill in tracking staff development and certification to ensure compliance with regulations and certification.

Skill in utilizing computer hardware and software.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed mainly in an office environment with travel to outlying offices to present staff development training.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business, Education, Social Sciences or related field; and four (4) years of curriculum or instructional development experience; or an equivalent

THE NAVAJO NATION

Class Code: 1442  
Human Resources Series  
Employee Development Group  
Overtime Code: Non-Exempt  
Pay Grade: 64

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combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require licenses or certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.